

Teacher Field Documents

The Observation Data Capture Tool (ODCT) Select Documents page contains three Printable reference documents related to teacher observation: the Observation Setting Analysis Document, the Observation Score Collection Sheet, and the Learning Observation Instrument.

Updated: 3/21/2012

Access the Select Documents Page

There are three ways to access the Select Documents page.

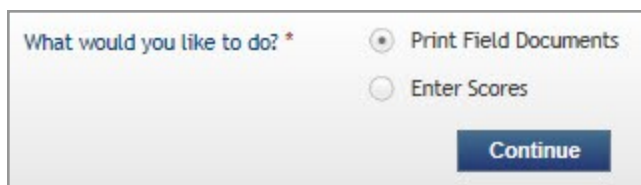
From Any Page in the ODCT

Click the **Print Documents** link in the Navigation Bar.



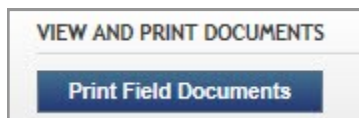
From the Start Evaluation Page

Select the **Print Field Documents** radio button, then click the **Continue** button.



From the Teacher Selection Page

Click the **Print Field Documents** button in the View and Print Documents section.



Preview and Print Field Documents

The Leader Field Documents section does NOT pertain to the observation of teachers. Evaluators of teachers may skip this section.

The **Observation Setting Analysis Document** contains all of the information and formatting of the Learning Observation Instrument, but contains fields at the top for an evaluator to write the Teacher Name, Date, School, District, Assignment, Grade Observed, and Subject Observed.

The **Observation Score Collection Sheet** contains the Rubric and Element information in a simple table format, which allows the evaluator to write dates and scores for elements for each observation session for two Observation Cycles. This document also contains fields for an evaluator to write the Teacher Name, School, District, Assignment, Grade Observed, and Subject Observed.

The **Learning Observation Instrument** contains all rubrics, elements, and descriptors for teacher observations.

Select Documents

LEADER FIELD DOCUMENTS

OBSERVATION SETTING

- ☐ Leadership Team Meeting
- ☐ Business Meeting
- ☐ Professional Development Learning Meeting
- ☐ Grade Level/Department Meeting
- ☐ Teacher Observation and Scoring
- ☐ Teacher Pre- and Post-Conference
- ☐ Walk-thru Visit or Classroom

DOCUMENTATION

- ☐ Continuous Improvement Plan and Budget
- ☐ Educator Goal Plans and School PD Plans
- ☐ Student Achievement Data
- ☐ Management Systems and Artifacts
- ☐ Teacher Evaluation Data
- ☐ Parent Survey
- ☐ Staff Survey
- ☐ Student Survey

TEACHER FIELD DOCUMENTS

- ☐ Observation Setting Analysis Document
- ☐ Observation Score Collection Sheet

COMPLETE OBSERVATION SETS

- ☐ Leading Observation Instrument (Principal)
- ☐ Learning Observation Instrument (Teacher)

Preview Selected Documents

Print Selected